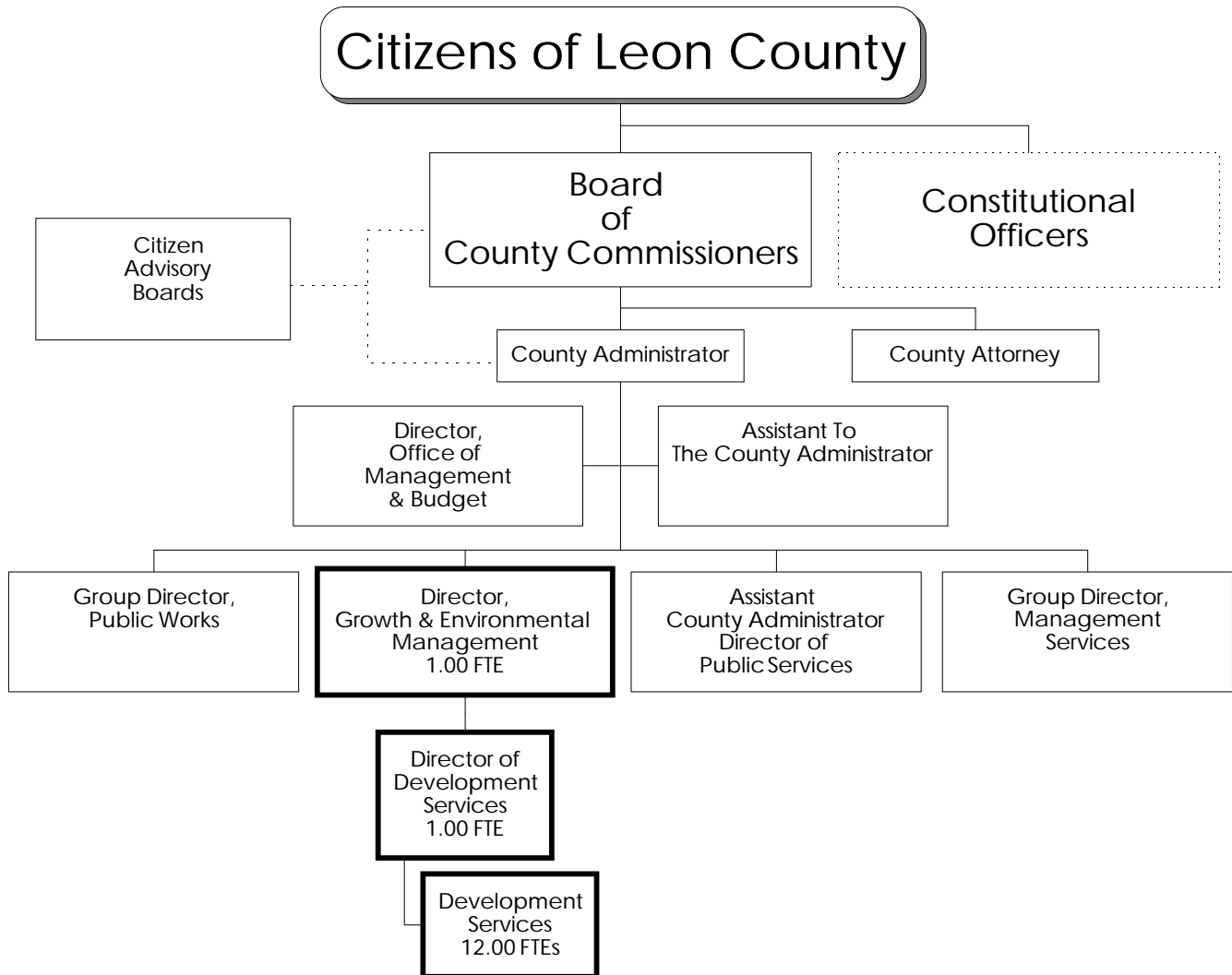


DEVELOPMENT SERVICES



OFFICE OF GROWTH & ENVIRONMENTAL MANAGEMENT

DEVELOPMENT SERVICES

The mission of the Division is to serve property owners, residents, and land development professionals by ensuring that all land development proposals are approved consistent with adopted regulations. The Division will ensure the continued vitality of the community including both the natural and built environments by promoting awareness and compliance with adopted growth management ordinances and policies.

PROGRAM HIGHLIGHTS

1. Developed the County's Broadcast Tower Ordinance with the assistance of a Board-appointed citizen's group.
2. Continued the Woodville site-specific re-zoning project, including the completion of amendments to the Comprehensive Plan to establish the Woodville Rural Community Future Land Use designation.
3. Completed the filed verification of 80% of assigned property addresses in the unincorporated County.
4. Completed the transportation modeling and impact analysis of the Capital Circle NW corridor in support of the Board's proposed 10-year concurrency provision amendment to the Comprehensive Plan.
5. Revised the County's Home Occupation Ordinance, which was adopted by the Board.
6. Assisted the Environmental Compliance Division with the development of revisions to the EMA Ordinance and related land development regulations.

ADVISORY BOARD

Board of Adjustment and Appeals, Development Review Committee, a GEM Citizens User Group, Addressing Steering Committee, Code Enforcement Board, and Tallahassee-Leon County Planning Commission.

SUMMARY OF KEY STATUTORY RESPONSIBILITIES

Florida Statute, Chapter 163 "Comprehensive Plan * Leon County Code of Laws, Chapter 10 "Land Development Regulations"

SUMMARY OF KEY SERVICE FUNCTIONS

1. Reviews all land development proposals for Comprehensive Plan consistency and compliance with Land Development Code.
2. Provide the Board annual reports on infrastructure capacity availability and/or deficiency based on approved development projects.
3. Reviews and issues Permitted Use Verifications for all new development proposals in the unincorporated County.
4. Responsible for the implementation and enforcement of the County's Manufactured Housing Ordinance .
5. Coordinates the approval of permitting requests associated with septic tank permitting.
6. Processes requests for exemptions and lots of record determinations under the County's Vested Rights Review Ordinance.
7. Assigns addresses to new developments in the County, and names new streets and other access easements.
8. Identifies and processes amendments to the County's Land Development Code and Comprehensive Plan.
9. Inspects sites for land development code compliance, and ensures compliance by prosecuting cases through the Code Enforcement Board.

PERFORMANCE MEASUREMENTS

	FY 00/01 Actual	FY 01/02 Actual	FY 02/03 Estimate	FY 03/04 Target
1) Make 100% of zoning compliance determinations for residential development proposals w/in (1) working day.	1,479	1,470	1,450	1,450
2) Make 100% of Concurrency determinations within five (5) working days.	117	109	110	110
3) Complete subdivision/site plan exemption determinations or advise of the appropriate review process w/in five (5) working days.	146	114	110	110
4) Complete all field verification and zoning enforcements requests w/in (2) working days.	1	100%	100%	100%
5) Complete all new construction address assignments w/in (1) working day.	1,756	1,560	1450	1450
6) Complete 100% of Subdivision and Site and Development Plan reviews within the timeframes established by the ordinance.	86	71	75	75
7) Review and issued certificates for 100% of Permitted Use Verifications (PUV) requests within ten (10) working days.	144	155	145	145

OFFICE OF GROWTH & ENV MGMT - DEVELOPMENT SERVICES

ACCOUNT NUMBER: 121-422-537

FY 2003/2004 THRU FY 2007/2008 FINANCIAL & STAFFING SUMMARY

	FY 01/02 Actual	FY 02/03 Adopted	FY 03/04 Budget	FY 04/05 Planned	FY 05/06 Planned	FY 06/07 Planned	FY 07/08 Planned
<u>OPERATING</u>							
Personnel	\$606,827	\$681,335	\$728,853	\$770,136	\$800,610	\$832,735	\$866,635
Operating	55,517	59,739	59,739	59,739	59,739	59,739	59,739
Capital Outlay							
Grants & Aid							
TOTAL	\$662,344	\$741,074	\$788,592	\$829,875	\$860,349	\$892,474	\$926,374
<u>STAFFING</u>							
Full Time	13.00	13.00	13.00	13.00	13.00	13.00	13.00
O.P.S.	3.50	2.50	2.50	2.50	2.50	2.50	2.50

FY 2003/2004 PROGRAM CHANGES & NOTES:

This program is recommended at an increased funding level. These recommendations are:

1. As approved by the Board at the June 10, 2003 workshop, funding is provided as a result of the FY 2003/2004 Classification and Pay Plan Study. \$10,267

FY 2004/2005 THRU FY 2007/2008 PLANNED INITIATIVES & NOTES:

There are no program changes requested in the out years with the exception of anticipated routine salary and wage adjustments.

OFFICE OF GROWTH & ENV MGMT - DEVELOPMENT SERVICES

ACCOUNT NUMBER: 121-422-537

PROGRAM EXPENDITURE DETAIL

Object		FY 01/02	FY 02/03	FY 03/04 Requested			FY 03/04 Budget		
<u>Code</u>	<u>Account Description</u>	<u>Actual</u>	<u>Adopted</u>	<u>NI</u>	<u>Change</u>	<u>Total</u>	<u>NI</u>	<u>Change</u>	<u>ARB</u>
51200	Salaries & Wages	\$465,770	\$480,467	\$530,328	\$8,857	\$539,185	\$530,328	\$8,857	\$539,185
51300	Other Salaries	4,954	37,439						
51400	Overtime	346	1,000	1,000		1,000	1,000		1,000
52100	FICA Taxes	35,363	39,621	40,800	678	41,478	40,800	678	41,478
52200	Retirement	30,783	28,296	40,397	626	41,023	40,397	626	41,023
52300	L & H Insurance	54,929	78,976	95,639	77	95,716	95,639	77	95,716
52400	Workers' Comp.	14,682	15,536	10,422	29	10,451	10,422	29	10,451
TOTAL PERSONAL SERVICES		\$606,827	\$681,335	\$718,586	\$10,267	\$728,853	\$718,586	\$10,267	\$728,853
54000	Travel & Per Diem	3,345	4,000	4,000		4,000	4,000		4,000
54100	Communication	1,277	1,500	1,500		1,500	1,500		1,500
54200	Postage	2,318	2,640	2,640		2,640	2,640		2,640
54300	Utility Services	10,013	13,297	13,297		13,297	13,297		13,297
54500	Insurance	943	943	943		943	943		943
54601	Vehicle Repair & Mtc.	872	2,804	2,804		2,804	2,804		2,804
54700	Printing & Binding	5,031	4,775	4,775		4,775	4,775		4,775
54900	Other Current Chg.	16,507	12,250	12,250		12,250	12,250		12,250
55100	Office Supplies	4,037	4,500	4,500		4,500	4,500		4,500
55200	Operating Supplies	5,985	5,500	5,500		5,500	5,500		5,500
55210	Fuel & Oil	894	1,369	1,369		1,369	1,369		1,369
55400	Bks, Pubs, & Memb.	2,107	1,675	1,675		1,675	1,675		1,675
55401	Training	2,188	4,486	4,486		4,486	4,486		4,486
TOTAL OPERATING EXPENSES		\$55,517	\$59,739	\$59,739		\$59,739	\$59,739		\$59,739
56400	Mach. & Equip.								
TOTAL CAPITAL OUTLAY									
PROGRAM TOTAL		\$662,344	\$741,074	\$778,325	\$10,267	\$788,592	\$778,325	\$10,267	\$788,592

PROGRAM STAFFING DETAIL

Addressing Program Team Leader	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Associate IV	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Associate V	1.00	1.00	1.00	1.00	1.00	1.00
Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Customer Service Tech	1.00	1.00	1.00	1.00	1.00	1.00
Dev Review Director	1.00	1.00	1.00	1.00	1.00	1.00
Planner I	1.00	1.00	1.00	1.00	1.00	1.00
Planner II	3.00	3.00	3.00	3.00	3.00	3.00
Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Transportation Planner	1.00	1.00	1.00	1.00	1.00	1.00
Total	13.00	13.00	13.00	13.00	13.00	13.00
<u>OPS STAFFING TABLE</u>						
Addressing Technician	1.50	1.50	1.50	1.50	1.50	1.50
Intern	1.00	1.00	1.00	1.00	1.00	1.00
Land Use Planner	1.00					
Total	3.50	2.50	2.50	2.50	2.50	2.50